

Concur icon guide

Learn more about common icons in Concur



Error

These icons indicate there's a problem with your request or report that must be fixed before you can submit it.



In a request or report that was already submitted, these icons indicate the request or report was bumped to the next approver in the process.



Alert

This icon indicates an alert you should read. You can still submit your request or report with warnings like this.



Quick help

Click this icon to get advice on whether you should check a box or leave it unchecked.



Get assistance

This icon is in the upper right of every screen and provides a list of help guides.



Calendar

Click this icon to choose dates from the calendar popup.



Attach receipt

Click this icon to attach a receipt or document to an expense in a report.



Receipt image available

Click this icon to see the image or document attached to an expense in a report.



Comment

Click this icon to see a comment left on a request or report.



Delete request

Click this icon to delete a travel request.



Imported from credit card

This icon appears for approvers when p-card expenses have been added to a report. Approvers can click on the icon to see a summary of the transaction from US Bank.



Act as another user

These icons indicate that you are acting as another user. You'll only be able to act on behalf of someone else if they have granted you permission in Concur.



Sent back

Approvers see this icon when a travel request or reimbursement request was sent back to the employee and it's coming around again for approval.



Pending cost object approval

Budget officers, also called cost object approvers, see this icon when expenses are pending their approval.



Partially allocated

Approvers see this icon when an expense has been partially allocated, meaning the cost of the expense was divided and assigned to 2 or more accounting templates.



Attendees

Approvers see this icon when an expense that has attendees. Attendees are required to be added for registration fees or business meal expenses on reimbursement requests or p-card reconciliations.



Missing receipt

This icon shows next to an expense that has a missing receipt affidavit attached.

